



Helpful Information For Business Owners

From the Huntington Beach Planning & Building Department

www.surfcity-hb.org/government/departments/planning-building/

Appointments available by visiting the Planning Counter or by call the Planning Department at (714) 536-5271

Signs. Sign permits are required for all new signs or change in sign panel/face, unless expressly exempted under the City's sign code. A permit for a new sign or change in sign panel/face shall be obtained from the Planning Department prior to installation. Sign permits require two sets of plans and approval from the property owner. The Planning Division is located on the third floor of City Hall at 2000 Main Street.

Temporary Signs. Temporary signs such as banners and pennants may be permitted for grand openings, special sales, change of ownership, and similar events for a maximum of 90 days per calendar year. The cost of a temporary sign permit is \$76.00 and may be obtained from the Planning Division. Applications are available at the Planning and Zoning Counter or the City's website at www.surfcity-hb.org/Government/Departments/Planning/applications. Please contact the Planning Division at (714) 536-5271 or the website for size restrictions and placement criteria.

Prohibited Signs. The City's sign code prohibits the display of portable signs, mobile signs, A-frame signs, roof signs and human signs. The City's sign code also prohibits signs that flash, move or pulsate, and off premise signs, as well as signs located on public property or utility poles. Balloons (including large inflatables) and vehicle signs are also prohibited within the City. Commercial advertising leaflets shall not be placed on vehicles. For additional information regarding signs, please contact the Planning Division at (714) 536-5271.

Temporary Use and Activity Permit. If you are planning a temporary outdoor activity such as a parking lot sale or similar event you will need to obtain a Temporary Activity Permit (TAP) from the Planning Department. A temporary outdoor activity may occur 4 days or less once every three months during the calendar year. The cost of a TAP is \$281.00. You will need to provide the Planning staff with a basic plot plan depicting the intended activity area and a letter of authorization from the property owner or manager. A Temporary Use Permit (TUP) is required for an event occurring more than 4 days. Temporary uses, in conjunction with existing uses, which are (a) incidental and customary to the primary use and which occur in an area designated and intended for the use (i.e., not in a parking lot), and/or (b) previously authorized by a prior entitlement, do not require a TAP or TUP. Temporary uses shall be further regulated by any applicable provisions of any specific plan and any applicable provisions of ZSO Chapter 245 – *Coastal Development Permit*.

Temporary Activity Permits are subject to review and approval by the Fire Department, Planning Division, and Public Works Department when on an unimproved lot or in the public right-of-way. In addition, the Police Department shall approve events with either live entertainment and/or alcohol sales.

See table on back page for uses requiring a TAP or a TUP.

Outdoor Display of Merchandise. If you plan to display merchandise, equipment or similar items outdoors on a permanent basis, please be aware that the City has specific requirements for this activity. Prior to the display of any item, a Conditional Use Permit must first be obtained from the City's Zoning Administrator. The processing fee for a Conditional Use Permit is \$4,556.00 and requires a public hearing. For further information on this subject, please contact the Planning Division.

Huntington Beach Planning & Building Department, 2000 Main Street, Huntington Beach, CA 92648

Temporary uses are defined in Section 204.16 of the ZSO. The following table identifies which temporary uses require a Temporary Use Permit or a Temporary Activity Permit:

TEMPORARY USE PERMIT	TEMPORARY ACTIVITY PERMIT
<u>Outdoor Retail Sales</u> (as a temporary use), more than 4 consecutive days, or occurring more frequently than once in any 3 month period.	<u>Outdoor Retail Sales</u> , 4 or fewer consecutive days and occurring no more than once in any 3 month period.
<u>Overflow Assembly Tents</u> for events (as a temporary use), more than 4 consecutive days, or occurring more frequently than once in any 3 month period.	<u>Overflow Assembly Tents</u> , 4 or fewer consecutive days and occurring no more than once in any 3 month period.
<u>Festivals / Circus / Carnivals</u>	<u>Car wash fundraising events</u> (\$20 fee for non-profit organizations) – limited to 2 days per month per property.
<u>Outdoor company picnics/parties</u> , more than 4 consecutive days, or occurring more frequently than once in any 3 month period or having more than 100 people.	<u>Outdoor company picnics/parties</u> , 4 days or less, no more than once every 3 months with no more than 100 people (w/o live entertainment or alcohol).
<u>Outdoor and/or Indoor Live Entertainment</u> as a temporary use (except as noted herein). ¹	<u>Outdoor and/or Indoor Live Entertainment in Industrial and Commercial Zones</u> , occurring on a single day and no more than once a year (For example: grand opening events). ^{1 & 2}
<u>Outdoor Events with Alcohol Sales</u> and/or consumption (as a temporary use), 2 or more consecutive days, or occurring more frequently than once in any 3 month period	<u>Outdoor and/or Indoor Events with Alcohol Sales</u> and/or consumption, occurring on a single day and no more than once in any 3 month period (For example: grand opening events). ²
<u>Seasonal Sales</u> (pumpkins, strawberries, Christmas tree lots, or single season agriculture products) or any outdoor event with 11 or more animals and/or activities. (Roosters are prohibited with seasonal sales).	<u>Seasonal sales</u> (pumpkins, strawberries, Christmas tree lots, or single season agriculture products) and other outdoor events with 10 or fewer animals and / or activities. (Roosters are prohibited with seasonal sales activities).
<u>Farmers Market</u>	----

NOTE: Temporary auto sales are prohibited, unless located on a site previously approved for auto sales.

¹ Subject to the requirements of Municipal Code Chapter 5.44 (Restaurants – Amusement and Entertainment Permits)

² Neighborhood Notification (300' radius) may be required if adjacent to residential districts (confirm with Planning Manager or Counter Supervisor)